



SIGN VARIANCE APPLICATION

Applicant		Owner (attach additional sheets if necessary)	
Company		Company	
Contact		Contact	
Address		Address	
Telephone		Telephone	
Fax		Fax	
Email**		Email**	

The following information pertains to the location for which the variance is being requested:

NAME OF BUSINESS OR OPERATION: _____

STREET ADDRESS: _____

LEGAL DESCRIPTION: Lot _____ Block _____ Subdivision _____

I hereby certify that this application is complete as per the requirements of Sign Ordinance No. 704, as amended, as summarized below. I further understand that it is necessary to have a representative at the Sign Board and City Council meetings who is authorized to discuss this request.

Applicant's signature: _____ Date: _____

Printed name: _____

The following checklist is a summary of requirements for sign variance requests as required by the City of Southlake. The applicant should further refer to the Sign Ordinance No. 704, as amended, and other ordinances, maps, and codes available online or at the Planning Department that may pertain to this sign variance request. In addition to paper submittals, please submit electronic copies on CD or attached to an email addressed to lfletcher@ci.southlake.tx.us and/or pmoos@ci.southlake.tx.us. Graphics should be in .jpeg or .pdf format.

- _____ Completed sign variance request application.
- _____ Completed demonstration of conditions applicable to the requested variance (see attached).
- _____ Site plan showing the location of the sign variance request and any other signs that conform to or are exempt from the sign ordinance. The site plan shall also indicate the building, landscaped areas, parking & approaches and adjoining street or public right of way.
- _____ Scaled and dimensioned elevations of the signs for which the variance is requested. For attached signs, the elevations shall show the building in a full panoramic view with a rendition of the sign for which the variance is requested, and any other signs that conform to or are exempt from the sign ordinance. Existing signs will require a before and after rendition. Please provide 12 color copies of all sign drawings.

